

## Appointment


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**From:** Cacho, Julia [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D1968F045A1F428993EEFDAA5C9180E5-CACHO, JULIA]  
**Sent:** 1/23/2020 6:09:47 PM  
**To:** Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]; Cacho, Julia [Cacho.Julia@epa.gov]; Singletary, DeAndre [Singletary.DeAndre@epa.gov]; Gulliford, Jim [gulliford.jim@epa.gov]; Chu, Ed [Chu.Ed@epa.gov]; Pessetto, Jared [Pessetto.Jared@epa.gov]  
**CC:** Smith, John [Smith.John@epa.gov]  
**Subject:** Bi-Weekly Discussion - LCARD  
**Location:** R7-RO2.B-C32-65/R7-RO  
**Start:** 1/23/2020 9:30:00 PM  
**End:** 1/23/2020 10:00:00 PM  
**Show Time As:** Tentative

**Recurrence:** Weekly  
every 2 week(s) on Thursday from 9:00 AM to 9:30 AM  
**Required Attendees:** Singletary, DeAndre; Gulliford, Jim; Chu, Ed; Pessetto, Jared  
**Optional Attendees:** Smith, John

<!--[if lte mso 15 || CheckWebRef]-->

Pessetto, Jared has shared a OneDrive for Business file with you. To view it, click the link below.

 1.23.2020.docx

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**\*Priority Tracker attached.**

Deputies are welcome to attend.

### Bi-Weeklies – Standard Discussion Topics

1. What are your Division's top priorities for the next 2-4 weeks and what are their current status/milestones?
2. Are there any projects/sites/issues that have new risks or challenges?
3. Is there anywhere we are falling behind regionally or nationally (*e.g. timelines, milestones, programmatic targets, or national competitions*)?
4. What issues/andons are you seeing from your Division's ELMS visual management tools and what is your strategy for addressing them?

Here is the direct link to the tracker itself:

[https://usepa.sharepoint.com/sites/R7\\_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx](https://usepa.sharepoint.com/sites/R7_Work/seniorstaff/Other%20Documents/Forms/AllItems.aspx)